

Legal Notice to Offerors

RFQ for Professional Design and Consulting Services for the City of Raleigh's Civic Campus Phase I

Notice is hereby given that the City of Raleigh, North Carolina, pursuant to and in compliance with N.C.G.S. 143-64.31, is soliciting qualifications for professional design and consulting services for its Civic Campus Phase I project. Responses to the solicitation will be accepted in the Engineering Services Department/Construction Management Division's office, 219 Fayetteville Street, Suite 801, Raleigh, NC 27602 until 3:00 PM on January 14, 2019, which may be amended by addendum issued by the City. Any response received after 3:00 PM on January 14, 2019, or such time as amended by addendum, shall be considered late and returned to the offeror unopened.

Responses received on or before the due date will be reviewed and ranked in order of choice. An owner's evaluation committee will evaluate the complete and acceptable responses to the RFQ that are timely and properly submitted. The establishment and composition of the committee are at the discretion of the City. Firms will not be provided the actual result of any rating; they will only be advised whether they have or have not been selected for interviews/presentations. Highest ranked firms will be invited to present their qualifications to the selection committee. The interview format will be provided in the invitation to present. Interviews will be held in February 2019.

All prospective offerors intending to respond to the RFQ must register in order to receive all information. To register, please contact Melissa Johnson at 919-996-5575 (melissa.johnson@raleighnc.gov). Offerors must provide valid contact information including name, physical mailing address, phone number and valid e-mail address. To view a full copy of the solicitation, prospective offerors are directed to State of North Carolina's Interactive Purchasing System, <https://www.ips.state.nc.us/IPS/Default.aspx>. Offerors may also contact Melissa Johnson for a complete copy of the solicitation.

A **mandatory** pre-submittal conference for all prospective offerors is scheduled for December 10, 2018 at 9:00 AM in the City Council Chamber, 222 West Hargett Street, Raleigh, NC 27601. RFQ registration will be conducted at this conference. A site visit will be conducted immediately following the pre-submittal conference. The completed and signed registration sheet resulting from this conference will be used to compare qualifications submittals from interested firms. Failure to not sign and register at this conference will be cause for rejection.

No questions will be discussed via telephone. Questions concerning this RFQ will be received until **December 21, 2018 at 4:00 PM** at which time no further questions will be acknowledged. A summary of all questions and answers will be issued in the form of an addendum on or before December 28, 2018.

Priscilla Tyree Williams, P.E.

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City Construction Projects Administrator

Engineering Services Department/Construction Management Division

[Date of Solicitation]